



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 3502.2
BUMED-09
17 Mar 2000

BUMED INSTRUCTION 3502.2

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: INDIVIDUAL DEVELOPMENT PLAN (IDP)

Ref: (a) OCPM INST 12400.1C
(b) BUPERSINST 1610.10
(c) BUMEDINST 12430.5

Encl: (1) Individual Development Plan, BUMED 3502/2 (Rev. 03-00)

1. Purpose. The purpose of this instruction is to implement a formal process which addresses training and development per references (a) and (b) for all Bureau of Medicine and Surgery personnel.

2. Scope. Individual planning applies to the job training of all civilian and military staff members at the Bureau of Medicine and Surgery.

3. Process/Objectives

This process authorizes the following as objectives for civilian and military training activities:

a. Improve employee performance of official duties in his or her present position.

b. Provide a means for systematically developing employee skills to meet anticipated job requirements.

c. Provide opportunities for developing career enhancing skills for highly motivated individuals.

d. Provide employees with necessary competencies to accommodate changes in organizational policy, mission, technology, structure, or equipment.

e. Maintain state-of-the-art specialized proficiencies.

f. Assist employees adversely affected as a result of reorganizations or reductions in force.

4. Responsibilities

a. Bureau of Medicine and Surgery personnel should become familiar with the contents of this instruction.

b. Rater/supervisors are responsible for developing IDPs, per reference (a). Initial IDPs will be developed by 1 October 2000 and annually thereafter.

c. Supervisors will allocate resources to manage employee training and career development.

d. Original IDP will be maintained by the rater/supervisor with a copy provided to the training officer and employee.

e. Chief of Staff shall:

(1) Be responsible for the overall implementation of the IDP process.

(2) Establish the overall process schedule and provide implementing guidance and deadlines.

f. Assistant Chiefs shall:

(1) Ensure IDPs are developed and maintained for each staff member.

(2) Establish an internal process for approving training requests.

(3) Provide funding within budget parameters for requested training.

g. Rater/Supervisor shall:

(1) Be responsible and accountable for ensuring their staff members are aware of the knowledge, skills, and abilities necessary to perform their duties effectively.

(2) Allocate resources to manage staff member training and career development programs.

(3) Use enclosure (1) to conduct a needs assessment of each military and civilian staff member as part of the required midterm/midyear and annual review per the Navy Performance Evaluation and Counseling System and Civilian Performance Management Program (reference (c)).

(4) Document training requirements with an IDP.

(5) Encourage employees to attend appropriate training activities and use the application in their job.

h. Staff members shall:

(1) Show initiative in recognizing and meeting their developmental needs. They will make every effort to achieve career objectives, which are of mutual benefit to themselves and the Department of the Navy.

(2) Promote their career development interests through discussions with their rater/supervisors and use of available professional resources.

(3) Identify potential opportunities, methods, and sources of training, education, and development.

(4) Be responsible for applying newly acquired knowledge, skills, and abilities to their jobs.

(5) Provide documentation on training activities to the training officer (MED-917), for record purposes.

(6) Complete all training courses. Staff members who fail to complete a training course, or who receive an unsatisfactory grade per the standards of the institution, may be required to reimburse the Government for the cost of that training or repeat the course at their own expense.

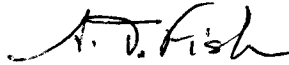
i. The Training Officer shall:

(1) Process requests for training and assist supervisors and employees with identifying sources of training.

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(2) Assist with documenting completed training in the employee's official personnel file.

5. Form. The Individual Development Plan (IDP) Form, BUMED 3502/2 (Rev. 03-00) is available from your PC desktop, under Microsoft Outlooks Form Folder.



S. T. FISHER
Deputy

Available at: <http://bumed.med.navy.mil>



Individual Development Plan

This document contains identifiable personal data, which is to be safeguarded pursuant to the Privacy Act of 1974.

Date:

Performance
Period:

Name (Last, First, MI):

Page:

Position Title:

Rank/Rate:
Series/Grade:

Developmental activity or assignment:
(This may include on-the-job training, rotational assignment, developmental projects, self-study programs, formal training programs, correspondence courses, or professional conferences or seminars.)

Source: (Identify the organization that will provide the developmental activity.)

Proposed schedule of developmental activity by quarter and fiscal year, reflecting priority of short and long-range goals.

Action taken and date of completion.

Staff Member Signature:

Date:

Mid-year Review Annual Review Other

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Rater/Supervisor's Signature:

Date:

Approved:

Date: